

Gratuity Nominee Payment Statement

Date: [DD/MM/YYYY]

Employee Details

Employee Name	[Full Name]
Employee ID	[Employee ID]
Department	[Department Name]
Date of Joining	[DD/MM/YYYY]
Date of Retirement / Death	[DD/MM/YYYY]

Nominee Details

Nominee Name	[Nominee Full Name]
Relationship with Employee	[Relationship]
Address	[Full Address of Nominee]

Gratuity Payment Details

Amount Payable (INR)	[Amount]
Bank Account No.	[Account Number]
Bank Name & Branch	[Bank Name, Branch]
Date of Payment	[DD/MM/YYYY]
Transaction/Reference No.	[Transaction/Reference No.]

Authorized Signatory:

Name & Designation
[Organization Name]

Important Notes:

- This statement is to be used solely for gratuity payments to nominees.
- Ensure all the nominee's personal and bank details are correctly entered.
- Keep this document safely for future reference and audit purposes.
- Contact the HR department in case of any discrepancy or queries regarding the payment.
- All payments are subject to verification and approval as per organizational policy.